



Michigan Department of Health & Human Services

Home Help Agency Provider Enrollment Instructions

“Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time.”

-Provider Relations

Checklist

*****You must complete the application within 30 days of starting it*****

- For anyone who wants to become a *new* Home Help Agency:
 - ☐ Have paper and a writing utensil nearby
 - ☐ Register with SIGMA Financial ([Slide 3](#))
 - ☐ Create a MILogin user ID and password ([Slides 4-8](#))
 - ☐ Gain access to CHAMPS ([Slides 9-17](#))
 - ☐ Fill out the Provider Enrollment Application ([Slides 18-67](#))
 - ☐ Track your Application ([Slides 68-75](#))
 - ☐ Application Approved ([Slide 76](#))

Call the Provider Support Helpline if you need assistance:

1-800-979-4662

Prior to enrolling in CHAMPS

- Agencies will want to ensure they are enrolled in SIGMA Vendor Self Service(VSS) prior to enrolling within CHAMPS.
- SIGMA VSS website: www.Michigan.gov/SIGMAVSS
- If you have questions regarding this current process, contact the Vendor Support Call Center at 1-888-734-9749 or email SIGMA-Vendor@Michigan.gov

Register for MILogin and CHAMPS

MILogin is a website that allows a user to enter one ID and password in order to access multiple applications.

CHAMPS (Community Health Automated Medicaid Processing System) is the program where providers enroll, update enrollment information, and report services performed.

MILogin for Third Party

User ID

Password

Password

LOGIN

Don't have an account?

 SIGN UP

Forgot your User ID?

Forgot your password?

Need Help?

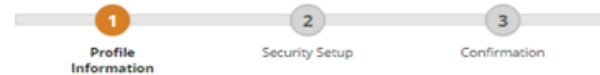
Copyright 2015-2019 State of Michigan

- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <https://milogintp.Michigan.gov> into the search bar
- Click **Sign Up**

MILogin for Third Party

[HOME](#)

Create Your Account



Profile Information

Enter your profile information

* Required

*First Name

Middle Initial

*Last Name

Suffix

*Email Address

*Confirm Email Address

*Work Phone Number

Mobile Number

*Verification Question: Bee, chin, ankle, leg and dog: how many body parts in the list?

☐ I agree to the [terms & conditions](#).

NEXT

RESET

- Complete all required fields
- Check the 'I agree' box
- Click **Next**

MILogin for Third Party

HOME

Create Your Account



Security Setup

Provide user id and password information to complete your profile

* Required

* User ID

Enter a User ID

* Password

Enter password

* Confirm New Password

Confirm password

* Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.



CREATE ACCOUNT

BACK



User ID guideline:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (IS#,%@~^&*_-+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

- Create the user ID and password following the listed guidelines
- Select the preferred password recovery method(s)
- Click **Create Account**

MILogin for Third Party

[HOME](#)

Create your account



Confirmation

✓ Success

Your account has been successfully created.

[LOGIN](#)

- Your MILogin account has now been created successfully
- Click the **Login** button to return to the login screen

MILogin for Third Party

User ID

Password

Password

LOGIN

Don't have an account?

SIGN UP

Forgot your User ID?

Forgot your password?

Need Help?

Copyright 2015-2019 State of Michigan

- Enter your **User ID** and **Password** you just created
- Click **Login**

MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

Home Page

⌚ Your password will expire in **364** days

Access your applications by clicking on the application links below

You do not have access to any application. You can request access by clicking on [Request Access](#) link.

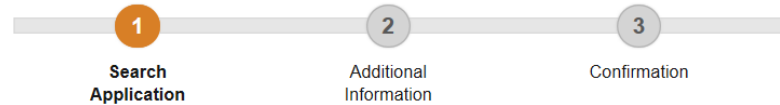
- Your Home Page will not show any applications
- Click **Request Access**

**MILogin resource links are listed at the bottom of the page*

MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

Request Access



Search Application

Search for an application with a keyword or select an agency to view its applications

- Type **CHAMPS** in the search box
- Click the search/magnifying glass button

MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

Request Access

1

Search
Application

2

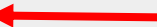
Additional
Information

3

Confirmation

Search Application

Search for an application with a keyword or select an agency to view its applications

**Michigan Department of Health & Human Services (MDHHS)****CHAMPS**

- Click on **CHAMPS**

MILogin for Third Party

HOME

Request A

Search App

Search for an applicati

CHAMPS

MDHHS Michigan

CHAMPS

CHAMPS

(Community Health Automated Medicaid Processing System) is the Michigan Medicaid Management Information System (MMIS). It supports Medicaid provider enrollment and maintenance, beneficiary healthcare eligibility and enrollment, prior authorization, Home Help Electronic Service Verification (ESV), fee-for-service payments and managed care enrollments, payments, and encounters.

General laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or

☒ I agree to the terms & conditions

☐ I do not agree

CANCEL ✕ REQUEST ACCESS

- Select the 'I agree to the terms & conditions' radio button
- Click **Request Access**

MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

Request Access

1

✓ Search
Application

2

Additional
Information

3

Confirmation

Additional Information

Provide following information to submit your access request

* Required

*Email Address

*Work Phone Number

*CHAMPS User Type

- ☒ Provider/Other
☐ State User Only

SUBMIT**RESET**

- Verify all information is correct
- Click **Submit**

MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

Request Access

1

✓ Search
Application

2

✓ Additional
Information

3

Confirmation

Confirmation

✓ Success

The request for your access has been successfully submitted.

You will see the updated list of application(s) on your home page once it is processed.

[HOME](#)

- You will be given confirmation that your request has been submitted successfully
- Click the **Home** button to return to the MILogin Home Page

MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

Home Page

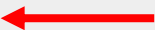
⌚ Your password will expire in **48** days

Access your applications by clicking on the application links below

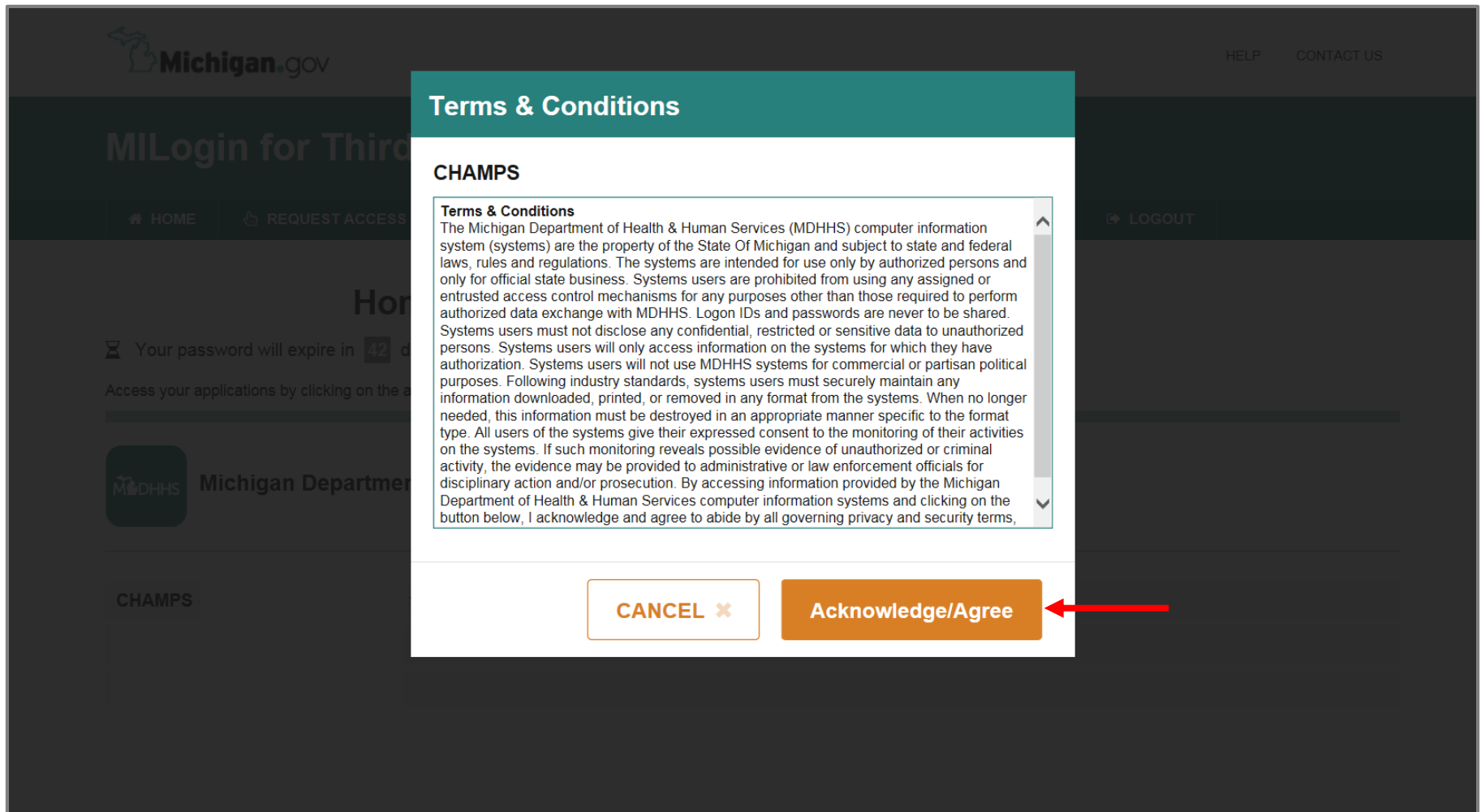


Michigan Department of Health & Human Services (MDHHS)

CHAMPS



- You will be directed back to your MILogin Home Page. You will need to log out completely and log back in for CHAMPS to appear.
- Click the **CHAMPS** hyperlink.



- Click '**Acknowledge/Agree**' button to accept the Terms & Conditions to get into CHAMPS



Provider ▾



Last Login: 31 JUL, 2018 02:21 PM

Note Pad

External Links ▾

My Favorites ▾

Print

Help



Provider Enrollment

[New Enrollment](#)

Enroll As A New Provider

[Track Application](#)

Track Existing Provider Application

- Click **New Enrollment**.



Provider ▾



Last Login: 31 JUL, 2018 02:21 PM

Note Pad

External Links ▾

My Favorites ▾

Print

Help

Home > New Enrollment

Enrollment Type

Select the Applicable Enrollment Type

- ☐ Individual/Sole Proprietor
 - ☐ Regular Individual/Sole Proprietor or Rendering/Servicing Provider
- ☐ Group Practice (Corporation, Partnership, LLC, etc.)
- ☐ Billing Agent
- ☐ Facility/Agency/Organization (FAO-Hospital, Nursing Facility, Various Entities)
- ☒ Atypical (non-medical) provider (Choose this option if you do not have a NPI)
 - ☐ Individual (Driver, Home Help/Personal Care, Carpenter, etc.)
 - ☒ Agency (Child Care Institution, Home Help/Personal Care Agency, Transportation Company, Local Education Agency etc.)

Submit

- Click **Atypical (non-medical) provider**.
- Click **Agency**.
- Click **Submit**.

Basic Information: Enter required fields and click Confirm button.

Basic Information

Legal Entity Name: (As shown on the Income Tax Return)

Entity Business Name: * (Doing Business As)

Organization/Business Type: *

EIN/TIN: *

Vendor ID: *

NPI:

Contact Email Address:

Email-1: *

Email-2:

Email-3:

Email-4:

Email-5:

Email-6:

Please note that all providers are subject to a criminal background screening that could affect your ability to be paid through the Home Help program.

- Enter the required information, indicated by an asterisk (*): Entity Business Name (Agency Name), EIN/TIN (Federal Tax ID Number), Vendor ID (SIGMA) and Email address.
- Click **Confirm**.

Basic Information: Enter required fields and click Confirm button.

Basic Information

Legal Entity Name: (As shown on the Income Tax Return)

Entity Business Name: * (Doing Business As)

Organization/Business Type: Other Agencies *

EIN/TIN: *

Vendor ID: *

NPI:

Contact Email Address:

Email-1: *

Email-2:

Email-3:

Email-4:

Email-5:

Email-6:

Please note that all providers are subject to a criminal background screening that could affect your ability to be paid through the Home Help program.

Confirm **Finish** Cancel

- Click **Finish**.

Please note: **Legal Entity Name** has populated.

Application ID: [REDACTED]

Name: [REDACTED]

Basic Information

You have successfully completed the basic information on the Enrollment Application.

Your Application ID is: [REDACTED]

Please make note of this Application ID. This is the number you will be required to use to track the status of your enrollment application. Without this number, you will not be able to access your application and your information will be deleted.

Please make sure to complete your application and submit it for State Review within 30 calendar days **OR** your application will be deleted.

✓ Ok

- Write down the Application ID number for future reference.
- Click **OK**.



Provider ▾



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Note Pad

External Links ▾

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Print

Help

> New Enrollment > Atypical Agency Enrollment

Application ID:

Name:



Enroll Provider - Atypical Agency



Business Process Wizard - Provider Enrollment (Atypical Agency). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	08/23/2018	08/23/2018	Complete	
Step 2: Add Locations	Required			Incomplete	
Step 3: Add Specialties	Required			Incomplete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add Additional Information	Optional			Incomplete	
Step 6: Add License/Certification/Other	Optional			Incomplete	
Step 7: Add Mode of Claim Submission/EDI Exchange	Required			Incomplete	
Step 8: Associate Billing Agent	Optional			Incomplete	
Step 9: Add Provider Controlling Interest/Ownership Details	Required			Incomplete	
Step 10: Add Taxonomy Details	Optional			Incomplete	
Step 11: Associate MCO Plan	Optional			Incomplete	
Step 12: 835/ERA Enrollment Form	Optional			Incomplete	
Step 13: Upload Documents	Optional			Incomplete	
Step 14: Complete Enrollment Checklist	Required			Incomplete	
Step 15: Submit Enrollment Application for Approval	Required			Incomplete	

View Page: 1



Page Count



Viewing Page: 1



- Click **Step 2: Add Locations**.



Provider ▾



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Note Pad

External Links ▾

My Favorites ▾

Print

Help

Home > New Enrollment > Atypical Agency Enrollment

Application ID: Name:

To add/modify Pay To, Correspondence and Remittance Advice addresses, click on Location Type hyperlink



Locations List



Filter By

Doing Business As ▲▼	Location Type ▲▼	Location Details ▲▼	End Date ▲▼
-------------------------	---------------------	------------------------	----------------

No Records Found !

- Click **Add**.

Application ID: [redacted] Name: [redacted]

For all locations, Correspondence address is required. For Primary Practice Location, Pay-To address is required. Enter Remittance Advice address only to receive a paper Remittance Advice.

Add Provider Location

Location Type: Primary Practice Location *

Doing Business As: [redacted] End Date: [redacted]

If a department or drawer number is required enter the information in line TWO. (For example: DEPT 222 or DEPARTMENT 222, DRAWNR 1111 or DRAWER 1111) If an attention line is required, please enter the information in Line THREE. (For example: ATTN: Billing Dept.)

Address validation successful

Address Line 1: [redacted] *
(Enter Street Address or PO Box Only)

Address Line 2: [redacted]

State/Province: MICHIGAN *
Country: UNITED STATES *

City/Town: [redacted] *
County: [redacted] *
Zip Code: [redacted] *

Phone Number: [redacted] * Extn: [redacted]
Email Address: [redacted]

Fax Number: [redacted]
Web Page: [redacted]
Communication Preference: [redacted]

Please enter the hours your office is open for each day. If you are closed on a given day select "Closed" in the "Open At" drop down.

Day	Open At	AM/PM	Close At	AM/PM	Day	Open At	AM/PM	Close At	AM/PM
Sunday:	Close	PM		PM	Thursday:	08:00	AM	05:00	AM
Monday:	08:00	AM	05:00	AM	Friday:	08:00	AM	05:00	AM
Tuesday:	08:00	AM	05:00	AM	Saturday:	Close	PM		PM
Wednesday:	08:00	AM	05:00	AM					

Handicap Accessible: No ☒
Accept 835 (reported at EIN/TIN level): No ☒

Language(s) Spoken: Arabic, Chinese (For Multiple Selection, use Ctrl Key)

Facility Details

State Facility ID: [redacted]
Fiscal Year End Date: 09/30 (mm/dd)

- Enter the required information, indicated by an asterisk (*): Address, Zip Code, Phone Number and Office Hours.
- Click **Validate Address**.
- For **Office Hours**-use the drop-down arrow to choose the correct times. Make sure to select the hours you are open or choose "Closed".
- Enter your Agency **Fiscal Year End Date** and click **OK**.

Please Note: **Location Type** will always be *Primary Practice Location*.

Use your **Agencies Business Address** for *Primary Practice Location*.

When the **Zip Code** is added, and **Validate Address** is selected, the **State, City/Town, and County** will automatically fill in.



Provider▼



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Note Pad

External Links▼

★ My Favorites▼

Print

Help

New Enrollment > Atypical Agency Enrollment

Application ID: [REDACTED]

Name: [REDACTED]

Close

Add

To add/modify Pay To, Correspondence and Remittance Advice addresses, click on Location Type hyperlink



Locations List

Filter By



Go

Save Filters

My Filters▼

Doing Business As



Location Type



Location Details



End Date



Primary Practice Location

12/31/2999



Delete

View Page:

1

Go



Page Count



SaveToXLS

Viewing Page: 1

First

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Next

Last

- Click **Primary Practice Location**.
Please Note: You are still in Step 2: Add Locations.

New Enrollment > Atypical Agency Enrollment > General

Application ID: [REDACTED]

Name: [REDACTED]

 To add additional addresses, click "Add Address" button.

Location Details

Doing Business As: [REDACTED]

Location Code: 1

Location Type: Primary Practice Location

Phone Number: [REDACTED] * Extn: [REDACTED]

Fax Number: [REDACTED]

Email Address: [REDACTED]

Web Page: [REDACTED]

Communication Preference: [REDACTED]

Please enter the hours your office is open for each day. If you are closed on a given day select "Closed" in the "Open At" drop down.

Day:	Open At:	AM/PM	Close At:	AM/PM	Day:	Open At:	AM/PM	Close At:	AM/PM
Sunday:	Close	AM		PM	Thursday:	08:00	AM	05:00	PM
		PM		PM			PM		PM
Monday:	08:00	AM	05:00	PM	Friday:	08:00	AM	05:00	PM
		PM		PM			PM		PM
Tuesday:	08:00	AM	05:00	PM	Saturday:	Close	AM		PM
		PM		PM			PM		PM
Wednesday:	08:00	AM	05:00	PM			PM		PM
		PM		PM			PM		PM

Handicap Accessible: No

Accept 835(reported at EIN/TIN level): No

End Date: 12/31/2999

Language(s) Spoken: English
Arabic
Chinese

Facility Details

State Facility ID: [REDACTED]

Fiscal Year End Date: 09/30 *

(mm/dd)

Address List

Address Type	Address	End Date
<input type="checkbox"/> AT		
<input type="checkbox"/> Location	[REDACTED]	12/31/2999
<input type="checkbox"/> Primary Pay To	[REDACTED]	12/31/2999


Viewing Page: 1


- Click Add Address.

Print Help

Application ID: Name:

Add Provider Location Address

Type of Address: --SELECT-- 

End Date: 


Location Address: ☐ Copy This Location Address


If a department or drawer number is required enter the information in line TWO.(For example: DEPT 222 or DEPARTMENT 222, DRAWN 1111 or DRAWER 1111) If an attention line is required, please enter the information in Line THREE. (For example: ATTN: Billing Dept.)


Address Line 1: *
(Enter Street Address or PO Box Only)


Address Line 2:


Address Line 3:



City/Town: OTHER  *

State/Province: OTHER  *

County: OTHER 

Country: UNITED STATES  *

Zip Code: * - 

- In the **Type of Address** drop-down menu, select **Correspondence**.
Please note: Fill in the address where you would like to receive your Home Help Agency mail.
- If the address is the same as the one entered previously, select **Copy This Location Address**, next to, **Location Address**.
- Click **Validate Address**.
- Click **OK**.

CHAMPS < Provider >

Last Login: 01 AUG, 2018 01:12 PM

Note Pad External Links My Favorites Print Help

New Enrollment > Atypical Agency Enrollment > General

Application ID: Name:

Close Save To add additional addresses, click "Add Address" button.

Location Details

Doing Business As: Location Code: 1 Location Type: Primary Practice Location

Phone Number: * Extn: Fax Number: Email Address:

Web Page: Communication Preference:

Please enter the hours your office is open for each day. If you are closed on a given day select "Closed" in the "Open At" drop down.

Day:	Open At:	AM/PM	Close At:	AM/PM	Day:	Open At:	AM/PM	Close At:	AM/PM
Sunday:	Close *	AM PM *	*	AM PM *	Thursday:	08:00 *	AM PM *	05:00 *	AM PM *
Monday:	08:00 *	AM PM *	05:00 *	AM PM *	Friday:	08:00 *	AM PM *	05:00 *	AM PM *
Tuesday:	08:00 *	AM PM *	05:00 *	AM PM *	Saturday:	Close *	AM PM *	*	AM PM *
Wednesday:	08:00 *	AM PM *	05:00 *	AM PM *					

Handicap Accessible: No

Accept 835(reported at EIN/TIN level): No

End Date: 12/31/2999

Language(s) Spoken: English Arabic Chinese

(For Multiple Selection, use Ctrl Key)

Facility Details

State Facility ID: Fiscal Year End Date: 09/30 *

(mm/dd)

Address List

Add Address

Address Type	Address	End Date
Correspondence		12/31/2999
Location		12/31/2999
Primary Pay To		12/31/2999

Delete View Page: 1 Go Page Count SaveToXLS

Viewing Page: 1

First Prev Next Last

- Notice the **Correspondence**, **Location**, and **Primary Pay To** address types now have addresses.
- Click **Save**.
- Click **Close** on the next two screens to go back to the list of steps. (Not shown).



Provider



Last Login: 10 AUG, 2018 09:52 AM

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Help

New Enrollment > Atypical Agency Enrollment

Application ID:

Name:

Close



Enroll Provider - Atypical Agency

Business Process Wizard - Provider Enrollment (Atypical Agency). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	08/23/2018	08/23/2018	Complete	
Step 2: Add Locations	Required	08/23/2018	08/23/2018	Complete	
Step 3: Add Specialties	Required			Incomplete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add Additional Information	Optional			Incomplete	
Step 6: Add License/Certification/Other	Optional			Incomplete	
Step 7: Add Mode of Claim Submission/EDI Exchange	Required			Incomplete	
Step 8: Associate Billing Agent	Optional			Incomplete	
Step 9: Add Provider Controlling Interest/Ownership Details	Required			Incomplete	
Step 10: Add Taxonomy Details	Optional			Incomplete	
Step 11: Associate MCO Plan	Optional			Incomplete	
Step 12: 835/ERA Enrollment Form	Optional			Incomplete	
Step 13: Upload Documents	Optional			Incomplete	
Step 14: Complete Enrollment Checklist	Required			Incomplete	
Step 15: Submit Enrollment Application for Approval	Required			Incomplete	

View Page:

1



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>> Last

- Click **Step 3: Add Specialties**

Please Note: Step 2 status has now changed from Incomplete to Complete.



Provider ▾



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Note Pad

External Links ▾

My Favorites ▾

Print

Help

Home > New Enrollment > Atypical Agency Enrollment

Application ID:

Name:

Close

Add



Specialty/Subspecialty List



Filter By



Go

Save Filters

My Filters ▾

Specialty/Subspecialty



Provider Type



End Date



No Records Found !

- Click **Add**.

Application ID: [REDACTED]

Name: [REDACTED]

Add Specialty/Subspecialty

Location: 01- ▼ *

Provider Type: ---SELECT--- ▼ *

Specialty: ▼ *

End Date: [REDACTED] [Calendar Icon]

Add Subspecialty

Available Subspecialties

Associated Subspecialties *



✓ OK

⊗ Cancel

- In the **Provider Type** drop-down menu, select **Atypical Agency**.
- In the **Specialty** drop-down menu, select **Home Help FAO**.
- Click **OK**.



Provider ▾



Last Login: 30 AUG, 2018 10:08 AM

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External Links ▾

My Favorites ▾

Print

Help

Home > New Enrollment > Atypical Agency Enrollment

Application ID: Name:

Close

Add



Specialty/Subspecialty List



Filter By



Go

Save Filters

My Filters ▾

Specialty/Subspecialty



Provider Type



End Date



☐ HOME HELP FAO/No Subspecialty

ATYPICAL AGENCY

12/31/2999

Delete

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Next

Last

- Click **Close**.



Provider



Last Login: 10 AUG, 2018 09:52 AM

Note Pad

External Links

My Favorites

Print

Help

New Enrollment > Atypical Agency Enrollment

Application ID:

Name:

Close



Enroll Provider - Atypical Agency

Business Process Wizard - Provider Enrollment (Atypical Agency). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	08/23/2018	08/23/2018	Complete	
Step 2: Add Locations	Required	08/23/2018	08/23/2018	Complete	
Step 3: Add Specialties	Required	08/23/2018	08/23/2018	Complete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add Additional Information	Optional			Incomplete	
Step 6: Add License/Certification/Other	Optional			Incomplete	
Step 7: Add Mode of Claim Submission/EDI Exchange	Optional			Incomplete	
Step 8: Associate Billing Agent	Optional			Incomplete	
Step 9: Add Provider Controlling Interest/Ownership Details	Required			Incomplete	
Step 10: Add Taxonomy Details	Optional			Incomplete	
Step 11: Associate MCO Plan	Optional			Incomplete	
Step 12: 835/ERA Enrollment Form	Optional			Incomplete	
Step 13: Upload Documents	Optional			Incomplete	
Step 14: Complete Enrollment Checklist	Required			Incomplete	
Step 15: Submit Enrollment Application for Approval	Required			Incomplete	

View Page:

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Page Count

SaveToXLS

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Next >

>> Last

- Click **Step 9: Add Provider Controlling Interest/Ownership Details**.

Please Note: Step 4-8 are optional and are not required.

- *The screens for this step were updated 12/14/18



Provider ▾



Last Login: 05 DEC, 2018 09:04 AM

Note Pad

External Links ▾

My Favorites ▾

Print

Help

[New Enrollment](#) > [Atypical Agency Enrollment](#) > [General](#)Application ID: Name:

Close

Actions ▾



Owners List

Filter By ▾



And



Go

Save Filters

My Filters ▾

Owner SSN/EIN/TIN

Owner Information

Owner Type

Address

Start Date

End Date

Relationship Status

Adverse Action

Percentage owned



No Records Found !



Add Other Owned Entity

List Ownership Interest in other Entities reimbursible by Medicaid and/or Medicare.

Filter By ▾



Go

Save Filters

My Filters ▾

Other Owner EIN/TIN

Other Owner Information

Address



No Records Found !

- Click **Actions**.



Provider ▾



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Help

[New Enrollment](#) > [Atypical Agency Enrollment](#) > [General](#)Application ID: Name:

Close

Actions ▾



Add Owner

Import Owner

Owners Relationships

Owners Adverse Action

Filter By

And

Go

Save Filters

My Filters ▾

Owner	Owners Adverse Action	Owner Information	Owner Type	Address	Start Date	End Date	Relationship Status	Adverse Action	Percentage owned
-------	-----------------------	-------------------	------------	---------	------------	----------	---------------------	----------------	------------------

No Records Found !



Add Other Owned Entity

List Ownership Interest in other Entities reimbursible by Medicaid and/or Medicare.

Filter By



Go

Save Filters

My Filters ▾

Other Owner EIN/TIN

Other Owner Information

Address

No Records Found !

- In the **Actions** drop-down menu, select **Add Owner**.

Application ID: [REDACTED]

Name: [REDACTED]

Provider Controlling Interest/Ownership

Type: ---SELECT--- * ⓘ

Percentage Owned: [REDACTED] *

SSN: [REDACTED]

EIN/TIN: [REDACTED]

Legal Entity Name: [REDACTED]

Entity Business Name: [REDACTED]

(As shown on the Income Tax Return)

(Doing Business As)

First Name: [REDACTED]

Last Name: [REDACTED]

Suffix: [REDACTED]

DOB: [REDACTED]

Phone Number: [REDACTED] * Extn: [REDACTED]

Email: [REDACTED]

Start Date: [REDACTED] *

End Date: [REDACTED]

Address Line 1: [REDACTED] *

Address Line 2: [REDACTED]

(Enter Street Address or PO Box Only)

Address Line 3: [REDACTED]

City/Town: OTHER [REDACTED] *

State/Province: OTHER [REDACTED] *

County: OTHER [REDACTED]

Country: UNITED STATES [REDACTED] *

Zip Code: [REDACTED] * - [REDACTED] Validate Address

OK

Cancel

- In the **Type** drop-down menu:
 - If choosing; Agent, Government, Individual, Partnership or Sub-Contractor click [here](#).
 - If choosing; Corporate-Charitable 501 (c) 3, Corporate-Non Charitable, Holding Company, or Limited Liability Company click [here](#).

Step 9: Adding Provider Controlling Interest/Ownership Details

These steps are only if you are choosing **Agent, Government, Individual, Partnership or Sub-Contractor**.

Print
Help

Application ID:
Name:

Please remember to enter SSN.

Provider Controlling Interest/Ownership

Type: Agent
SSN:
Please remember to enter SSN.
Legal Entity Name:
(As shown on the Income Tax Return)
First Name:
Suffix:
Phone Number:
Extn:
Start Date:

Percentage Owned:
EIN/TIN:
Entity Business Name:
(Doing Business As)
Last Name:
DOB:
Email:
End Date:

Please ensure you are providing the home address of this provider. Failure to do so may result in this application/modification being denied.

Address Type: Home Address

Address Line 1:
(Enter Street Address or PO Box Only)
Address Line 3:
State/Province: OTHER
Country: UNITED STATES

Address Line 2:
City/Town: OTHER
County: OTHER
Zip Code:
Validate Address

OK
Cancel

- Enter the required information, indicated by an asterisk (*): SSN, Percentage Owned, Name, Phone Number, DOB, Start Date, Address and Zip Code.
- Click **Validate Address**.
- Click **OK**.

Please Note: When the Zip Code is added, and Validate Address is selected, the State, City/Town, and County will automatically fill in.

CHAMPS Provider

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New Enrollment Atypical Agency Enrollment General

Application ID: Name:

Close Actions ⓘ

Add Owner

Import Owner

Owners Relationships

Owners Adverse Action

Filter By And Go

Save Filters My Filters

Owner	Owner Information	Owner Type	Address	Start Date	End Date	Relationship Status	Adverse Action	Percentage owned
Agent, Agent	Agent			12/03/2018	12/31/2999	Completed	Not Completed	100

Delete View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

Add Other Owned Entity List Ownership Interest in other Entities reimbursible by Medicaid and/or Medicare.

Filter By Go

Save Filters My Filters

Other Owner EIN/TIN	Other Owner Information	Address
No Records Found !		

Please Note: Agent (Agency Owner) will now be listed

- In the **Actions** drop-down menu, select **Add Owner**.

Print Help

Application ID: Name:

Provider Controlling Interest/Ownership

Type: <input type="text" value="---SELECT---"/>	Percentage Owned: <input type="text"/>
SSN: <input type="text"/>	EIN/TIN: <input type="text"/>
Legal Entity Name: <input type="text"/>	Entity Business Name: <input type="text"/>
(As shown on the Income Tax Return)	(Doing Business As)
First Name: <input type="text"/>	Last Name: <input type="text"/>
Suffix: <input type="text"/>	DOB: <input type="text"/>
Phone Number: <input type="text"/> Extn: <input type="text"/>	Email: <input type="text"/>
Start Date: <input type="text"/>	End Date: <input type="text"/>

Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
(Enter Street Address or PO Box Only)	
Address Line 3: <input type="text"/>	City/Town: <input type="text"/>
State/Province: <input type="text"/>	County: <input type="text"/>
Country: <input type="text"/>	Zip Code: <input type="text"/>

- In the **Type** drop-down menu, select **Managing Employee**. The **Managing Employee** can be the same as the **Owner**.
- Enter the required information, indicated by an asterisk (*): SSN, Percentage Owned, First Name, Last Name, DOB, Phone Number, Start Date, Address, Zip Code.
- Click **Validate Address**.
- Click **OK**.

Please Note: Type the number zero (0) in the **Percentage Owned** box.

Start Date is always the date you are filling out the application.

When the Zip Code is added, and Validate Address is selected, the State, City/Town, and County will automatically fill in.



Provider ▾



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New Enrollment > Atypical Agency Enrollment > General

Application ID: Name:

Close

Actions ▾



Add Owner

Import Owner

Owners Relationships

Owners Adverse Action

Filter By

And

Go

Save Filters

My Filters ▾

Owner	Owner Information	Owner Type	Address	Start Date	End Date	Relationship Status	Adverse Action	Percentage owned
<input type="checkbox"/>	Agent,Agent	Agent	100 N Capitol Ave	12/03/2018	12/31/2999	Not Completed	Not Completed	100
<input type="checkbox"/>	Employee,Managing	Managing Employee	100 N Capitol Ave	12/03/2018	12/31/2999	Not Completed	Not Completed	0

Delete

View Page:

1

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Page Count

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Add Other Owned Entity

List Ownership Interest in other Entities reimbursable by Medicaid and/or Medicare.

Filter By



Go

Save Filters

My Filters ▾

Other Owner EIN/TIN

Other Owner Information

Address



No Records Found !

Please Note: Managing Employee is now listed.

- In the **Actions** drop-down menu, select **Owners Relationships**.

CHAMPS Provider

https://milogintpqa.michigan.gov/ - Welcome to MMIS - Internet Explorer

Print Help

Application ID: Name:

Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse) ? ☐ Yes ☐ No (Click Save to update)

Owner List

Show Owners All Go Save Filters My Filters

Selected Owner: Employee, Managing SSN/EIN/TIN: Status: Not Completed

Assoc. Owner	SSN/EIN/TIN	Type	Relation to Employee, Managing	Relation to Assoc. Owner
Agent, Agent		Agent		

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

Selected Owner: Agent, Agent SSN/EIN/TIN: Status: Not Completed

Save Close

- Answer question (at the top)
- If no relationships exist select **No**, click **Save**, read the pop-up message, select **Ok**, and **Close**.
 - Click [here](#)
- If relationships exist, select **Yes**, and continue with presentation.

CHAMPS Provider

https://milogintpqa.michigan.gov/ - Welcome to MMIS - Internet Explorer

Print Help

Application ID: Name:

Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse) ? ☒ Yes ☐ No (Click Save to update)

Owner List

Show Owners All Go Save Filters My Filters

▼ **Selected Owner: Employee, Managing** SSN/EIN/TIN: Status: Not Completed

Assoc. Owner	SSN/EIN/TIN	Type	Relation to Employee, Managing	Relation to Assoc. Owner
Agent, Agent		Agent		

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

► **Selected Owner: Agent, Agent** SSN/EIN/TIN: Status: Not Completed

Save Close

Page ID: dlgAddModifyOwnerRelationship(Provider)

- If Yes, select the relationship between the Associated Owner to the Selected Owner (e.g., the relationship from the Agent to Employee, Managing) [Associated Owner → Selected Owner]
- Click on the **Relation to Employee, Managing** drop-down

CHAMPS Provider

https://milogintpqa.michigan.gov/ - Welcome to MMIS - Internet Explorer

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Application ID: Name:

Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse) ? ☒ Yes ☐ No (Click Save to update)

Owner List

Show Owners All Go Save Filters My Filters

Selected Owner: Employee, Managing SSN/EIN/TIN: Status: Not Completed

Assoc. Owner	SSN/EIN/TIN	Type	Relation to Employee, Managing	Relation to Assoc. Owner
Agent, Agent		Agent	<div> None Daughter Daughter-In Law Father Father-In Law Mother Mother-In Law Sibling Son Son-In Law Spouse Self </div>	<div> </div>

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

Selected Owner: Agent, Agent SSN/EIN/TIN: Status:

Save Close

Page ID: dlgAddModifyOwnerRelationship(Provider)

- Select **Father**
- In this example, the Agent is the father of the Selected Owner (Employee, Managing)
- Click on the **Relation to Assoc. Owner** drop-down

CHAMPS Provider

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Application ID: Name:

Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse)? ☒ Yes ☐ No (Click Save to update)

Owner List

Show Owners All Go Save Filters My Filters

Selected Owner: Employee, Managing SSN/EIN/TIN: Status: Not Completed

Assoc. Owner	SSN/EIN/TIN	Type	Relation to Employee, Managing	Relation to Assoc. Owner
Agent, Agent		Agent	Father	<div> None Daughter Daughter-In Law Father Father-In Law Mother Mother-In Law Sibling Son Son-In Law Spouse Self </div>

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1

Selected Owner: Agent, Agent SSN/EIN/TIN: Status: Not Completed

Save Close

Page ID: dlgAddModifyOwnerRelationship(Provider)

- Select the relationship between the **Selected Owner** (example: Managing Employee) to the **Associated Owner** (Agent, Agent or Agency Owner) [Selected Owner → Associated Owner]
- Select **Son**; In this example, the Selected Owner (Employee, Managing) is the son of the Agent.
- Click on > to select the relationship(s) for the next Selected Owner

CHAMPS Provider

https://milogintpqa.michigan.gov/ - Welcome to MMIS - Internet Explorer

Print Help

Application ID: Name:

Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse) ? ☒ Yes ☐ No (Click Save to update)

Owner List

Show Owners All Go Save Filters My Filters

> Selected Owner: Employee, Managing SSN/EIN/TIN: Status: Completed

▼ Selected Owner: Agent, Agent SSN/EIN/TIN: Status: Completed

Assoc. Owner	SSN/EIN/TIN	Type	Relation to Agent, Agent	Relation to Assoc. Owner
Employee, Managing		Managing Employee	Son	Father

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Save Close

Page ID: dlgAddModifyOwnerRelationship(Provider)

- For the next Selected Owner (Agent, Agent) the fields have prepopulated based on the relationship selection made under the previous Selected Owner (Employee, Managing).
- Once the relationship step for each **Owner Type** is completed, click **Save**.
- Click **Close**.



Provider ▾



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Application ID: Name:

Close

Actions ▾



Add Owner

Import Owner

Owners Relationships

Owners Adverse Action

Filter By

And

Go

Save Filters

My Filters ▾

Owners	Owner Information	Owner Type	Address	Start Date	End Date	Relationship Status	Adverse Action	Percentage owned
<input type="checkbox"/>	Agent,Agent	Agent	100 N Capitol Ave	12/03/2018	12/31/2999	Completed	Not Completed	100
<input type="checkbox"/>	Employee,Managing	Managing Employee	100 N Capitol Ave	12/03/2018	12/31/2999	Completed	Not Completed	0

Delete

View Page: 1

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Add Other Owned Entity

List Ownership Interest in other Entities reimbursable by Medicaid and/or Medicare.

Filter By



Go

Save Filters

My Filters ▾

Other Owner EIN/TIN

Other Owner Information

Address

☐

Address

No Records Found !

Please Note: The **Relationship Status** shows completed for each Owner.

- In the **Actions** drop-down menu, select **Owners Adverse Action**.

CHAMPS Provider

https://milogintpqa.michigan.gov/ - Owners with Adverse Action - Internet Explorer

Print Help

Application ID: Name:

FINAL ADVERSE LEGAL ACTIONS/CONVICTIONS

This section captures information on final adverse legal actions, such as convictions, exclusions, revocations, and suspensions. All applicable final adverse actions must be reported, regardless of whether any records were expunged or any appeals are pending.

Convictions

1. The provider, supplier, or any owner of the provider or supplier was, within the last 10 years preceding enrollment or revalidation of enrollment, convicted of a Federal or State felony offense that CMS has determined to be detrimental to the best interests of the program and its beneficiaries or recipients. Offenses include, but are not limited to: Felony crimes against persons and other similar crimes for which the individual was convicted, including guilty pleas and adjudicated pre-trial diversions; financial crimes, such as extortion, embezzlement, income tax evasion, insurance fraud and other similar crimes for which the individual was convicted, including guilty pleas and adjudicated pre-trial diversions; any felony that placed the Medicaid program or its beneficiaries at immediate risk (such as a malpractice suit that results in a conviction of criminal neglect or misconduct); and any misdemeanor or felonies that may result in a mandatory or permissive exclusion under State or Federal law.
2. Any misdemeanor conviction, under Federal or State law, related to: (a) the delivery of an item or service under Medicaid or a State health care program, or (b) the abuse or neglect of a patient in connection with the delivery of a health care item or service.
3. Any misdemeanor conviction, under Federal or State law, related to theft, fraud, embezzlement, breach of fiduciary duty, or other financial misconduct in connection with the delivery of a health care item or service.
4. Any felony or misdemeanor conviction, under Federal or State law, relating to the interference with or obstruction of any investigation into any criminal offense described in 42 C.F.R. Section 1001.101 or 1001.201.
5. Any felony or misdemeanor conviction, under Federal or State law, relating to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance.

Exclusions, revocations, or Suspensions

1. Any revocation or suspension of a license to provide health care by any State licensing authority. This includes the surrender of such a license while a formal disciplinary proceeding was pending before a State licensing authority.
2. Any revocation or suspension of accreditation.
3. Any suspension or exclusion from participation in, or any sanction imposed by, a Federal or State health care program, or any debarment from participation in any Federal Executive Branch procurement or non-procurement program.
4. Any current Medicaid payment suspension under any Medicaid enrollment.
5. Any Medicaid revocation of any Medicaid provider billing number.

FINAL ADVERSE LEGAL ACTION/CONVICTION ACTION HISTORY

Do any of the owners, under any current or former name or business identity, ever had a final adverse legal action listed above imposed against them? Please answer in the 'Owners with Adverse Action' section below for each owner.

Owners with Adverse Action

Owner Name	Response	Comments
Employee, Managing	<input type="radio"/> Yes <input type="radio"/> No	
Agent, Agent	<input type="radio"/> Yes <input type="radio"/> No	

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OK Cancel

- Read the **Final Adverse Legal Actions/Convictions** statement.
- Answer the questions at the bottom by choosing **yes** or **no** and comment if necessary.
- Click **OK**.

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Close Actions i

Owners List

Filter By ▾ ▾ And Go Save Filters My Filters ▾

Owner SSN/EIN/TIN	Owner Information	Owner Type	Address	Start Date	End Date	Relationship Status	Adverse Action	Percentage owned
▢ Δ▽	▲▽	▲▽	▲▽	▲▽	▲▽	▲▽	▲▽	▲▽
▢	Agent,Agent	Agent	▢	12/03/2018	12/31/2999	Completed	No ←	100
▢	Employee,Managing	Managing Employee	▢	12/03/2018	12/31/2999	Completed	No	0

Delete View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 << First < Prev > Next >> Last

Add Other Owned Entity

List Ownership Interest in other Entities reimbursible by Medicaid and/or Medicare.

Filter By ▾ ▾ Go Save Filters My Filters ▾

Other Owner EIN/TIN	Other Owner Information	Address
▢ Δ▽	▲▽	▲▽

No Records Found !

- The Adverse Action column will show Yes or No indicating it's complete.
- Click **Close**.
- Click [here](#) for the next step in the Home Help Agency Enrollment.

Step 9: Adding Provider Controlling Interest/Ownership Details

These steps are only if you are choosing **Corporate-Charitable 501(c)3, Corporate-Non Charitable, Holding Company, or Limited Liability Company.**

Application ID:
Name:


Please remember to enter EIN/TIN.

Provider Controlling Interest/Ownership

Type: Corporate - Charitable 501[c]3 *
SSN:
Percentage Owned: *
EIN/TIN: *
Please remember to enter EIN/TIN.
Legal Entity Name: *
Entity Business Name: *
(As shown on the Income Tax Return)
(Doing Business As)
First Name:
Last Name:
Suffix:
DOB:
Phone Number: * Extn:
Email:
Start Date:
End Date:
Address Type: Business Address
Address Line 1: *
Address Line 2:
(Enter Street Address or PO Box Only)
Address Line 3:
City/Town: OTHER *
State/Province: OTHER *
County: OTHER *
Country: UNITED STATES *
Zip Code: *
Validate Address
OK Cancel

- Enter the required information, indicated by an asterisk (*): Percentage Owned, EIN/TIN, Legal Entity Name, Entity Business Name, Phone Number, Start Date, Address and Zip Code.
- Click **Validate Address**.
- Click **OK**.

Please Note: When the Zip Code is added, and Validate Address is selected, the State, City/Town, and County will automatically fill in.


Provider

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General

Application ID:
Name:

Close
Actions

Add Owner
Import Owner
Owners Relationships
Owners Adverse Action

Filter By
And
Go
Save Filters
My Filters

Owner	Owner Information	Owner Type	Address	Start Date	End Date	Relationship Status	Adverse Action	Percentage owned
<input type="checkbox"/>	Corporate	Corporate - Charitable 501(c)3		12/03/2018	12/31/2999	Completed	Not Completed	100

Delete
View Page: 1
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Add Other Owned Entity
List Ownership Interest in other Entities reimbursible by Medicaid and/or Medicare.

Filter By
Go
Save Filters
My Filters

Other Owner EIN/TIN	Other Owner Information	Address
No Records Found !		

Please Note: The Corporate-Charitable will now be listed

- In the **Actions** drop-down menu, select **Add Owner**.

Print Help

Application ID: Name:

Provider Controlling Interest/Ownership

Type: * ⓘ

SSN:

Legal Entity Name:
(As shown on the Income Tax Return)

First Name:

Suffix:

Phone Number: * Extn:

Start Date: *

Percentage Owned: *

EIN/TIN:

Entity Business Name:
(Doing Business As)

Last Name:

DOB:

Email:

End Date:

Address Line 1:
(Enter Street Address or PO Box Only)

Address Line 2:

Address Line 3:

City/Town: *

State/Province: *

County:

Country: *

Zip Code: *

- In the **Type** drop-down menu, select **Managing Employee**. The **Managing Employee** can be the same as the **Owner**.
- Enter the required information: SSN, Percentage Owned, First Name, Last Name, DOB, Phone Number, Start Date, Address, Zip Code.
- Click **Validate Address**.
- Click **OK**.

Please Note: Type the number zero (0) in the **Percentage Owned** box.

Start Date is always the date you are filling out the application.

When the Zip Code is added, and Validate Address is selected, the State, City/Town, and County will automatically fill in.

Provider

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Atypical Agency Enrollment
General

Application ID:
Name:

Close
Actions
Information icon

Add Owner
Import Owner
Owners Relationships

Filter By
And
Go
Save Filters
My Filters

Owner	Owners Adverse Action	Owner Information	Owner Type	Address	Start Date	End Date	Relationship Status	Adverse Action	Percentage owned
<input type="checkbox"/>	<input type="checkbox"/>	Corporate	Corporate - Charitable 501[c]3	.	12/03/2018	12/31/2999	Not Completed	Not Completed	100
<input type="checkbox"/>	<input type="checkbox"/>	Employee, Managing	Managing Employee	.	12/03/2018	12/31/2999	Not Completed	Not Completed	0

Delete
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Add Other Owned Entity
List Ownership Interest in other Entities reimbursible by Medicaid and/or Medicare.

Filter By
Go
Save Filters
My Filters

Other Owner EIN/TIN	Other Owner Information	Address
No Records Found !		

Please Note: Managing Employee is now listed.

- In the **Actions** drop-down menu, select **Owners Relationships**.

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Application ID: Name:

Provider Controlling Interest/Ownership

Type: <input type="text" value="---SELECT---"/>	Percentage Owned: <input type="text"/>
SSN: <input type="text"/>	EIN/TIN: <input type="text"/>
Legal Entity Name: <input type="text"/> (As shown on the Income Tax Return)	Entity Business Name: <input type="text"/> (Doing Business As)
First Name: <input type="text"/>	Last Name: <input type="text"/>
Suffix: <input type="text"/>	DOB: <input type="text"/>
Phone Number: <input type="text"/> Extn: <input type="text"/>	Email: <input type="text"/>
Start Date: <input type="text"/>	End Date: <input type="text"/>

Address Line 1: <input type="text"/> (Enter Street Address or PO Box Only)	Address Line 2: <input type="text"/>
Address Line 3: <input type="text"/>	City/Town: <input type="text"/>
State/Province: <input type="text"/>	County: <input type="text"/>
Country: <input type="text"/>	Zip Code: <input type="text"/>

- In the **Type** drop-down menu, select **Board of Directors/Officers/Principles**.
- Enter the required information: SSN, Percentage Owned, First Name, Last Name, DOB, Phone Number, Start Date, Address, Zip Code.
- Click **Validate Address**.
- Click **OK**.

Please Note: Start Date is always the date you are filling out the application.

When the Zip Code is added, and Validate Address is selected, the State, City/Town, and County will automatically fill in.

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> New Enrollment > Atypical Agency Enrollment > General

Application ID: Name:

Close
 Actions ▾

Add Owner
 Import Owner
Owners Relationships

Filter By And Go
 Save Filters
 My Filters ▾

Owner	Owners Adverse Action	Information	Owner Type	Address	Start Date	End Date	Relationship Status	Adverse Action	Percentage owned
<input type="checkbox"/>		Corporate	Corporate - Charitable 501[c]3		12/03/2018	12/31/2999	Not Completed	Not Completed	100
<input type="checkbox"/>		Employee, Managing	Managing Employee		12/03/2018	12/31/2999	Not Completed	Not Completed	0
<input type="checkbox"/>		Directors, Board	Board of Directors/Officers/Principles		12/03/2018	12/31/2999	Not Completed	Not Completed	0

Delete
 View Page: 1 Go
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Add Other Owned Entity
 List Ownership Interest in other Entities reimbursible by Medicaid and/or Medicare.

Filter By Go
 Save Filters
 My Filters ▾

Other Owner EIN/TIN	Other Owner Information	Address
<input type="checkbox"/>		

No Records Found !

- After entering all required **Owner Types**; in the **Actions** drop-down menu, select **Owners Relationships**.

CHAMPS Provider

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Application ID: Name:

Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse) ? ☐ Yes ☐ No (Click Save to update)

Owner List

Show Owners All Go Save Filters My Filters

Selected Owner: Directors, Board SSN/EIN/TIN: Status: Not Completed

Assoc. Owner	SSN/EIN/TIN	Type	Relation to Directors, Board	Relation to Assoc. Owner
Corporate		Corporate - Charitable 501(c)3		
Employee, Managing		Managing Employee		

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

Selected Owner: Employee, Managing SSN/EIN/TIN: Status: Not Completed

Selected Owner: Corporate SSN/EIN/TIN: Status: Not Completed

Save Close

- Answer question (at the top)
- If no relationships exist select No, click Save, read the pop-up message, select Ok, and Close.
 - Click [here](#)
- If relationships exist select **Yes**, and continue with presentation

CHAMPS Provider

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Print Help

Application ID: Name:

Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse) ? ☒ Yes ☐ No (Click Save to update)

Owner List

Show Owners All Go Save Filters My Filters

Selected Owner: Directors, Board SSN/EIN/TIN: Status: Not Completed

Assoc. Owner	SSN/EIN/TIN	Type	Relation to Directors, Board	Relation to Assoc. Owner
Corporate		Corporate - Charitable 501[c]3	None	None
Employee, Managing		Managing Employee		

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

Selected Owner: Employee, Managing SSN/EIN/TIN: Status: Not Completed

Selected Owner: Corporate SSN/EIN/TIN: Status: Not Completed

Save Close

Page ID: dlgAddModifyOwnerRelationship(Provider)

- If Yes, select the relationship between the Associated Owner to the Selected Owner (e.g., the relationship to the Directors from the Associated Owner, Corporate or Employee, Managing) [Associated Owner → Selected Owner]
 - In this example there is no relationship between the Corporation and the Directors
- Click on the **Relation to Directors, Board** drop-down

CHAMPS Provider

https://milogintpqa.michigan.gov/ - Welcome to MMIS - Internet Explorer

Print Help

Application ID: Name:

Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse)? ☒ Yes ☐ No (Click Save to update)

Owner List

Show Owners All Go Save Filters My Filters

Selected Owner: Directors, Board SSN/EIN/TIN: Status: Not Completed

Assoc. Owner	SSN/EIN/TIN	Type	Relation to Directors, Board	Relation to Assoc. Owner
Corporate		Corporate - Charitable 501[c]3	None	None
Employee, Managing		Managing Employee	None	

View Page: 1 Go Page Count SaveToXLS

Selected Owner: Employee, Managing SSN/EIN/TIN: Status: Not Completed

Selected Owner: Corporate SSN/EIN/TIN: Status: Not Completed

Save Close

Page ID: dlgAddModifyOwnerRelationship(Provider)

- Select the Associated Owner's (Employee, Managing) relationship to the Selected Owner (Directors, Board)
- In this example the Managing Employee is the daughter of the Directors
- Click on the **Relation to Assoc. Owner** drop-down

CHAMPS Provider

https://milogintpqa.michigan.gov/ - Welcome to MMIS - Internet Explorer

Print Help

Application ID: Name:

Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse) ? ☒ Yes ☐ No (Click Save to update)

Owner List

Show Owners All Go Save Filters My Filters

Selected Owner: Directors, Board SSN/EIN/TIN: Status: Not Completed

Assoc. Owner	SSN/EIN/TIN	Type	Relation to Directors, Board	Relation to Assoc. Owner
Corporate		Corporate - Charitable 501[c]3	None	None
Employee, Managing		Managing Employee	Daughter	

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Selected Owner: Employee, Managing SSN/EIN/TIN: Status: Not Completed

Selected Owner: Corporate SSN/EIN/TIN: Status: Not Completed

Save Close

Page ID: dlgAddModifyOwnerRelationship(Provider)

- Select the relationship from Selected Owner (Directors, Board) back to the Associated Owner (Employee, Managing).
- In this example the Director is the mother of the Managing Employee
- Click on > to select the relationship(s) for the next Selected Owner

CHAMPS Provider

https://milogintpqa.michigan.gov/ - Welcome to MMIS - Internet Explorer

Print Help

Application ID: Name:

Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse) ? ☒ Yes ☐ No (Click Save to update)

Owner List

Show Owners All Go Save Filters My Filters

> Selected Owner: Directors, Board SSN/EIN/TIN: Status: Completed

▼ Selected Owner: Employee, Managing SSN/EIN/TIN: Status: Not Completed

Assoc. Owner	SSN/EIN/TIN	Type	Relation to Employee, Managing	Relation to Assoc. Owner
Corporate		Corporate - Charitable 501[c]3		
Directors, Board		Board of Directors/Officers/Principles	Mother	Daughter

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> Selected Owner: Corporate SSN/EIN/TIN: Status: Not Completed

Save Close

Page ID: dlgAddModifyOwnerRelationship(Provider)

- For the next Selected Owner (Employee, Managing) some of the fields have prepopulated based on the relationship selection made under the previous Selected Owner (Director, Board)
- Click on the **Relation to Employee, Managing** drop-down

Application ID:

Name:

Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse) ? ☒ Yes ☐ No (Click Save to update)

Owner List

Show Owners

All



Save Filters

My Filters

> Selected Owner: Directors, Board SSN/EIN/TIN: Status: Completed

✓ Selected Owner: Employee, Managing SSN/EIN/TIN: Status: Not Completed

Assoc. Owner	SSN/EIN/TIN	Type	Relation to Employee, Managing	Relation to Assoc. Owner
Corporate		Corporate - Charitable 501(c)3	None	None
Directors, Board		Board of Directors/Officers/Principles	Mother	Daughter

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> Selected Owner: Corporate SSN/EIN/TIN: Status: Not Completed

Save

Close

Page ID: dlgAddModifyOwnerRelationship(Provider)

- Select the Associated Owner's (Corporate) relationship to the Selected Owner (Employee, Managing)
- Select the Selected Owner's (Employee, Managing) relationship back to the Associated Owner (Corporate)
 - In both examples, none is selected as there is no relationship between the Selected Owner and Associated Owner.
- Click on > to select the relationship(s) for the next Selected Owner

CHAMPS < Provider >

https://milogintpqa.michigan.gov/ - Welcome to MMIS - Internet Explorer

Print Help

Application ID: Name:

Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse) ? ☒ Yes ☐ No (Click Save to update)

Owner List

Show Owners All Go Save Filters My Filters

> Selected Owner: Directors, Board SSN/EIN/TIN: Status: Completed

> Selected Owner: Employee, Managing SSN/EIN/TIN: Status: Completed

▼ Selected Owner: Corporate SSN/EIN/TIN: Status: Completed

Assoc. Owner	SSN/EIN/TIN	Type	Relation to Corporate	Relation to Assoc. Owner
Employee, Managing		Managing Employee	None	None
Directors, Board		Board of Directors/Officers/Principles	None	None

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Save Close

Page ID: dlgAddModifyOwnerRelationship(Provider)

- For the next Selected Owner (Corporate) the fields have prepopulated based on the previous relationships chosen

CHAMPS Provider

https://milogintpqa.michigan.gov/ - Welcome to MMIS - Internet Explorer

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Add Relationship

Do any of the Owners have the following relationship (Daughter, Daughter-In Law, Father, Father-In Law, Mother, Mother-In Law, Sibling, Son, Son-In Law, Self, Spouse) ? ☒ Yes ☐ No (Click Save to update)

Owner List

Show Owners All Go Save Filters My Filters

Selected Owner: Directors, Board	SSN/EIN/TIN:	Status: Completed
Selected Owner: Employee, Managing	SSN/EIN/TIN:	Status: Completed
Selected Owner: Corporate	SSN/EIN/TIN:	Status: Completed

Save Close

- Once the relationship step for each **Owner Type** is completed, click **Save**.
- Click **Close**.

Provider

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Atypical Agency Enrollment

General

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Name:

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Actions

Add Owner

Import Owner

Owners Relationships

Owners Adverse Action

Filter By

And

Go

Save Filters

My Filters

Owner	Owner Information	Owner Type	Address	Start Date	End Date	Relationship Status	Adverse Action	Percentage owned
<input type="checkbox"/>	Corporate	Corporate - Charitable 501(c)3		12/03/2018	12/31/2999	Completed	Not Completed	100
<input type="checkbox"/>	Employee, Managing	Managing Employee		12/03/2018	12/31/2999	Completed	Not Completed	0
<input type="checkbox"/>	Directors, Board	Board of Directors/Officers/Principles		12/03/2018	12/31/2999	Completed	Not Completed	0

Delete

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Add Other Owned Entity

List Ownership Interest in other Entities reimbursible by Medicaid and/or Medicare.

Filter By

Go

Save Filters

My Filters

Other Owner EIN/TIN	Other Owner Information	Address
No Records Found !		

Please Note: The **Relationship Status** shows completed for each Owner.

- In the **Actions** drop-down menu, select **Owners Adverse Action**.

CHAMPS Provider

https://milogintpa.michigan.gov/ - Owners with Adverse Action - Internet Explorer

Print Help

Application ID: Name:

FINAL ADVERSE LEGAL ACTIONS/CONVICTIONS

This section captures information on final adverse legal actions, such as convictions, exclusions, revocations, and suspensions. All applicable final adverse actions must be reported, regardless of whether any records were expunged or any appeals are pending.

Convictions

1. The provider, supplier, or any owner of the provider or supplier was, within the last 10 years preceding enrollment or revalidation of enrollment, convicted of a Federal or State felony offense that CMS has determined to be detrimental to the best interests of the program and its beneficiaries or recipients. Offenses include, but are not limited to: Felony crimes against persons and other similar crimes for which the individual was convicted, including guilty pleas and adjudicated pre-trial diversions; financial crimes, such as extortion, embezzlement, income tax evasion, insurance fraud and other similar crimes for which the individual was convicted, including guilty pleas and adjudicated pre-trial diversions; any felony that placed the Medicaid program or its beneficiaries at immediate risk (such as a malpractice suit that results in a conviction of criminal neglect or misconduct), and any misdemeanor or felonies that may result in a mandatory or permissive exclusion under State or Federal law.
2. Any misdemeanor conviction, under Federal or State law, related to: (a) the delivery of an item or service under Medicaid or a State health care program, or (b) the abuse or neglect of a patient in connection with the delivery of a health care item or service.
3. Any misdemeanor conviction, under Federal or State law, related to theft, fraud, embezzlement, breach of fiduciary duty, or other financial misconduct in connection with the delivery of a health care item or service.
4. Any felony or misdemeanor conviction, under Federal or State law, relating to the interference with or obstruction of any investigation into any criminal offense described in 42 C.F.R. Section 1001.101 or 1001.201.
5. Any felony or misdemeanor conviction, under Federal or State law, relating to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance.

Exclusions, revocations, or Suspensions

1. Any revocation or suspension of a license to provide health care by any State licensing authority. This includes the surrender of such a license while a formal disciplinary proceeding was pending before a State licensing authority.
2. Any revocation or suspension of accreditation.
3. Any suspension or exclusion from participation in, or any sanction imposed by, a Federal or State health care program, or any debarment from participation in any Federal Executive Branch procurement or non-procurement program.
4. Any current Medicaid payment suspension under any Medicaid enrollment.
5. Any Medicaid revocation of any Medicaid provider billing number.

FINAL ADVERSE LEGAL ACTION/CONVICTION ACTION HISTORY

Do any of the owners, under any current or former name or business identity, ever had a final adverse legal action listed above imposed against them? Please answer in the 'Owners with Adverse Action' section below for each owner.

Owners with Adverse Action

Owner Name	Response	Comments
Corporate	<input type="radio"/> Yes <input type="radio"/> No	
Employee, Managing	<input type="radio"/> Yes <input type="radio"/> No	
Directors, Board	<input type="radio"/> Yes <input type="radio"/> No	

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Ok Cancel

- Read the **Final Adverse Legal Actions/Convictions** statement.
- Answer the questions at the bottom by choosing **Yes** or **No** and comment if necessary.
- Click **OK**.



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New Enrollment > Atypical Agency Enrollment > General

Application ID: Name:




Owners List

Filter By ▼ And Go Save Filters My Filters ▼

Owner SSN/EIN/TIN ▲▼	Owner Information ▲▼	Owner Type ▲▼	Address ▲▼	Start Date ▲▼	End Date ▲▼	Relationship Status ▲▼	Adverse Action ▲▼	Percentage owned ▲▼
<input type="checkbox"/>	Corporate	Corporate - Charitable 501[c]3	• 	12/03/2018	12/31/2999	Completed	No ←	100
<input type="checkbox"/>	Employee, Managing	Managing Employee	• 	12/03/2018	12/31/2999	Completed	No	0
<input type="checkbox"/>	Directors, Board	Board of Directors/Officers/Principles	• 	12/03/2018	12/31/2999	Completed	No	0

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List Ownership Interest in other Entities reimbursable by Medicaid and/or Medicare.

Filter By <div><div></div></div> <div></div> <div></div> <div> Go</div>		<div> Save Filters</div>	<div> My Filters <div></div></div>
<div>Other Owner EIN/TIN</div> <div><div></div> ▲▼</div>	<div>Other Owner Information</div> <div><div></div> ▲▼</div>	<div>Address</div> <div><div></div> ▲▼</div>	
<div>No Records Found !</div>			

- The **Adverse Action** column will show Yes or No indicating it's complete.
- Click **Close** to return to the remaining enrollment steps to be completed



Provider ▾



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New Enrollment > Atypical Agency Enrollment

Application ID:

Name:



Close



Enroll Provider - Atypical Agency

Business Process Wizard - Provider Enrollment (Atypical Agency). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	08/23/2018	08/23/2018	Complete	
Step 2: Add Locations	Required	08/23/2018	08/23/2018	Complete	
Step 3: Add Specialties	Required	08/23/2018	08/23/2018	Complete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add Additional Information	Optional			Incomplete	
Step 6: Add License/Certification/Other	Optional			Incomplete	
Step 7: Add Mode of Claim Submission/EDI Exchange	Optional			Incomplete	
Step 8: Associate Billing Agent	Optional			Incomplete	
Step 9: Add Provider Controlling Interest/Ownership Details	Required	08/23/2018	08/23/2018	Complete	
Step 10: Add Taxonomy Details	Optional			Incomplete	
Step 11: Associate MCO Plan	Optional			Incomplete	
Step 12: 835/ERA Enrollment Form	Optional			Incomplete	
Step 13: Upload Documents	Optional			Incomplete	
Step 14: Complete Enrollment Checklist	Required			Incomplete	
Step 15: Submit Enrollment Application for Approval	Required			Incomplete	

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- Click **Step 14: Complete Enrollment Checklist**.

CHAMPS Provider ▾

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New Enrollment > Atypical Agency Enrollment > Provider Check List

Application ID: [] Name: []

Close Save

Provider Checklist

Question	Answer	Comments
Are you interested in working for other Home Help clients? (If you say no this will not affect your current work.)	Not Completed ▾	
If you are interested in working for other clients do you authorize us to put your contact information on our Provider Registry List so that you can be contacted for additional work?	Not Completed ▾	
Do you want your name removed from our Provider Registry?	Not Completed ▾	
Have you ever been removed or told that you cannot participate in a State funded program? If yes, please tell us what program and why.	Not Completed ▾	
Have you ever been removed or told that you cannot participate in a Federally funded program? If yes, please tell us what program and why.	Not Completed ▾	
Have you ever had any criminal convictions? If yes, please tell us what for?	Not Completed ▾	
Do you perform services as an agency with 2 or more employees?	Not Completed ▾	
What county do you plan to work in?	Not Completed ▾	
What is the name of the Adult Services Worker you are working with?	Not Completed ▾	
Are you a Medicare certified home health agency?	Not Completed ▾	
I understand that my information will be used to conduct a review of my criminal history I may have and the results of that review could possibly make me ineligible to work as a provider in the Home Help program. I also understand that the results of my criminal history screening will be shared with necessary MDCH and MDHS staff, as well as any potential client.	Not Completed ▾	
I also acknowledge that I am required to update any changes in the enrollment within 10 days of that change.	Not Completed ▾	
All providers are considered for the Beneficiary Monitoring Program. Do you object to this participation?	Not Completed ▾	

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- Answer all of the **Provider Checklist** questions by choosing **Yes** or **No** from each drop-down menu in the **Answer** column. If an answer is required, choose **Yes** and put the answer in **Comments**.
- Click **Save**.
- Click **Close**.

Please Note: The *County Name*, *Worker Name* and *Clients Name* will need to be included in the comments box on the appropriate question



Provider ▾



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New Enrollment > Atypical Agency Enrollment

Application ID:

Name:

Close



Enroll Provider - Atypical Agency

Business Process Wizard - Provider Enrollment (Atypical Agency). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	08/23/2018	08/23/2018	Complete	
Step 2: Add Locations	Required	08/23/2018	08/23/2018	Complete	
Step 3: Add Specialties	Required	08/23/2018	08/23/2018	Complete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add Additional Information	Optional			Incomplete	
Step 6: Add License/Certification/Other	Optional			Incomplete	
Step 7: Add Mode of Claim Submission/EDI Exchange	Optional			Incomplete	
Step 8: Associate Billing Agent	Optional			Incomplete	
Step 9: Add Provider Controlling Interest/Ownership Details	Required	08/23/2018	08/23/2018	Complete	
Step 10: Add Taxonomy Details	Optional			Incomplete	
Step 11: Associate MCO Plan	Optional			Incomplete	
Step 12: 835/ERA Enrollment Form	Optional			Incomplete	
Step 13: Upload Documents	Optional			Incomplete	
Step 14: Complete Enrollment Checklist	Required	08/23/2018	08/23/2018	Complete	
Step 15: Submit Enrollment Application for Approval	Required			Incomplete	

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- Click **Step 15: Submit Enrollment Application for Approval**.



Provider ▾



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Home > New Enrollment > Atypical Agency Enrollment

Application ID: [redacted]

Name: [redacted]



Close



Next



Final Submission

Application ID: [redacted]

EnrollmentType: Atypical Agency Provider

The information submitted for enrollment shall be verified and reviewed by the State.

During this time, any changes to the information shall not be accepted.

I agree that the information submitted as a part of the application is correct (Private and Confidential).



Application Document Checklist

Forms/Documents

Special Instructions

Source

Required



No Records Found !

- Click **Next**. By clicking the **Next** button, you “agree that the information submitted as part of the application is correct (Private and Confidential).”

CHAMPS < Provider >

Last Login:

> New Enrollment > Atypical Individual Enrollment

Application ID: [] Name: []

Close Submit Application After reading the Terms and Conditions be sure to check the agreement box located at the end of the document.

Terms and Conditions Atypical Enrollment

1. As an individual provider of Home Help services, I agree that the M
2. As a Home Help provider agency, I agree that the agency contract
3. I agree that personal care services will be provided for a Michigan
4. Under Section 3504 of the Internal Revenue Code, I agree to accept
5. I agree to return any payments received for Home Help services no
6. I understand that the Home Help program is funded by Medicaid and
7. In order to receive payment, I agree to keep and submit to MDHHS
8. Upon request, I agree to provide MDHHS, DHS or their designee, a
9. Upon request, I agree to provide MDHHS, DHS or their designee, a
10. I understand I will be subject to a criminal history screening and ma
11. I agree to cooperate with MDHHS, DHS or their designee, regardi
12. I agree to report any changes relative to the beneficiary including b
13. I agree to comply with the privacy, security and confidentiality provi
14. I agree to comply with the provisions of 42 CFR 431.107 and Act N

Definitions:

Confidential Rider Information: Includes, but is not limited to, the

Department means the Michigan Department of Health and Human

Driver means an individual providing Non-Emergency Medical Tran

Rider means the individual being transported by driver.

Service means the provision by driver of Non-Emergency Medical

3. To never solicit or accept controlled substances, alcohol, or medication from rider.

4. To never solicit or accept money from riders.

5. To never use alcohol, narcotics, or controlled substances, or be under their influence, while providing services to riders. Prescribed medications can be used by a driver as long as his or her duties can still be performed in a safe manner and driver has written documentation from a treating physician that the medication does not impact the ability to drive.

6. To never eat or consume any beverage while operating the vehicle or while involved in rider assistance.

7. To never smoke in the vehicle when rider is present. For purposes of this agreement, "smoke" includes electronic cigarettes and any other product or device which emits vapor, smoke, or any similar gaseous matter of any kind.

8. To never wear any type of headphone while providing the service.

9. To be responsible for rider's personal items.

10. To provide, as appropriate to the needs of the rider, assistance with exiting the vehicle, to open and close vehicle doors when passengers enter or exit the vehicle, and to provide assistance as necessary to or from the main door of the place of destination.

11. To properly identify and announce their presence at the entrance of the building at the specified pick-up location if a outside pick-up is not apparent, or with attending facility staff.

12. To assist the passengers in the process of being seated, including the fastening of the seat belt, when necessitated by the rider's condition.

13. To confirm, prior to allowing any vehicle to proceed, that all passengers are properly secured in their seat belts, car seats, and, when applicable, that wheelchairs and passengers who use wheelchairs are properly secured (Exception: Only a passenger who has a letter, carried on his/her person and signed by the passenger's physician, stating that the passenger's medical condition prevents the rider from using a seat belt, may be transported without a fastened seat belt and then only as allowed by state law).

14. To provide an appropriate level of assistance to passengers, when requested, or when necessitated by a passenger's condition.

15. To provide support and direction to passengers. Such assistance shall also apply to the movement of wheelchairs and mobility-limited persons as they enter or exit the vehicle using the wheelchair lift/ramp, as applicable. Such assistance shall also include stowage by the driver of mobility aids and folding wheelchairs.

16. To act in a professional manner at all times while providing services.

17. To be clean and maintain a neat appearance at all times.

18. To be polite and courteous to riders; riders shall be treated with respect and in a culturally appropriate manner when receiving transportation services. The Manager should notify the volunteer driver of any known cultural issues significant to providing transportation services.

19. To limit review of any confidential rider information to the minimum information necessary to provide the service.

20. To only use or record confidential rider information as necessary to provide the Department information necessary for the administration of the program (i.e. mileage reimbursement, if applicable).

21. To not to retain any original or copy of any document rider shares with you for purposes of transport.

22. To not to retain any original or copy of any document that may be provided by a health care provider to driver. Driver agrees to ensure that such documentation leaves with rider.

23. To report any breach of the terms of this user agreement to the Department. This includes, but is not limited to, accidental retention of medical record or other confidential rider information.

24. To return to the Department, as soon as possible, but in no event later than 3 business days after discovery, any confidential rider information retained left with driver after completing transport of the rider.

25. To never discuss, write, or share in any other format any information specific to a rider, except as necessary to communicate with the Department or with a health care provider or other staff at a facility rider is being transported to.

26. Not input or include any confidential rider information in any computer system of any kind, except as approved by the Department. This includes personal email accounts, file transfer systems, note applications, and any other electronic system of recording data not expressly approved for use by the Department.

27. Comply with any other agreements driver has entered into with respect to this program.

28. Respect the rider's privacy by not asking for more information about the individual's condition, reason for visit, or other personal information, while providing transport services. If the rider chooses to voluntarily share this information, it is subject to the same protections described above regarding protecting rider information.

☐ By checking this, I acknowledge that I have read the terms and agreement and I agree to fully comply with all program requirements.

- Read the **Terms and Conditions Atypical Enrollment** statement.
- Check the box at the *bottom* indicating you have read and agree to the terms.
- Click **Submit Application**.



Provider ▾



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Help

New Enrollment > Atypical Agency Enrollment

Application ID:

Name:

Your Application Number [redacted] has been successfully submitted for State review. Return with this application number to track the status of your application. ✕

Close



Enroll Provider - Atypical Agency

**Business Process Wizard - Provider Enrollment (Atypical Agency). Click on the Step # under the Step Column.**

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	08/23/2018	08/23/2018	Complete	
Step 2: Add Locations	Required	08/23/2018	08/23/2018	Complete	
Step 3: Add Specialties	Required	08/23/2018	08/23/2018	Complete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add Additional Information	Optional			Incomplete	
Step 6: Add License/Certification/Other	Optional			Incomplete	
Step 7: Add Mode of Claim Submission/EDI Exchange	Optional			Incomplete	
Step 8: Associate Billing Agent	Optional			Incomplete	
Step 9: Add Provider Controlling Interest/Ownership Details	Required	08/23/2018	08/23/2018	Complete	
Step 10: Add Taxonomy Details	Optional			Incomplete	
Step 11: Associate MCO Plan	Optional			Incomplete	
Step 12: 835/ERA Enrollment Form	Optional			Incomplete	
Step 13: Upload Documents	Optional			Incomplete	
Step 14: Complete Enrollment Checklist	Required	08/23/2018	08/23/2018	Complete	
Step 15: Submit Enrollment Application for Approval	Required	08/23/2018	08/23/2018	Complete	

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- If you have not taken note of your **Application Number**, please do so for tracking purposes.
- Click **Close** and close out of the application.

Tracking Your Application

How to Track the Status of Your Application

MILogin for Third Party

Login to your account

User ID

|

Password

Password

LOGIN

SIGN UP

[Forgot your User ID?](#)

[Forgot your password?](#)

[Need Help?](#)

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- Enter your User ID and Password you just created
- Click **Login**

MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

Home Page

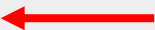
⌚ Your password will expire in **48** days

Access your applications by clicking on the application links below



Michigan Department of Health & Human Services (MDHHS)

CHAMPS



- You will be directed back to your MILogin Home Page
- Click the **CHAMPS** hyperlink

MILogin for Third

[HOME](#) [REQUEST ACCESS](#)

⌚ Your password will expire in 42 d

Access your applications by clicking on the a



Michigan Department

CHAMPS

Terms & Conditions

CHAMPS


Terms & Conditions


The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Michigan Department of Health & Human Services computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms,

CANCEL ✕

Acknowledge/Agree

- Click **Acknowledge/Agree** button to accept the Terms & Conditions to get into CHAMPS

 < Provider ▾ >

 ▾ Note Pad External Links ▾ My Favorites ▾ Print Help

Provider Enrollment ^

New Enrollment	Enroll As A New Provider
Track Application	Track Existing Provider Application

- If you would like to check the status of your application, you can do so from the CHAMPS homepage:
- On the homepage, click the Track Application hyperlink.



Provider ▾



Note Pad

External Links ▾

My Favorites ▾

Print

Help

Track Application

Close

Next



Track Existing Application

Please provide the Application ID to track your application.

Application ID

*



Request Access to Home Help Provider Info

Click the below link if you are an Existing Home Help Individual or Agency accessing CHAMPS system for the first time. provide the Application ID to track your application.

[Home Help Providers requesting access to their Information.](#)

- Enter your **Application ID**.
- Click **Next**.



Provider ▾



Last Login: 08 AUG, 2018 11:06 AM

Note Pad

External Links ▾

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Print

Help

Track Application

Close

Submit


Verify Application Details

For Additional security, please enter following information:

EIN/TIN: *

Phone: *

Owner SSN: * 

Owner Date Of Birth:  *

- Enter your EIN/TIN, Phone Number, Date of Birth, Social Security Number and Date of Birth.
- Click **Submit**.



Provider ▾



Last Login: 08 AUG, 2018 11:06 AM

Note Pad

External Links ▾

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Track Application > Atypical Agency Enrollment

Application ID: [redacted]

Name: [redacted]

Your application is currently In-Review by the Provider Enrollment Unit. You cannot make any modifications to your enrollment information at this time.

X

Close



Enroll Provider - Atypical Agency

**Business Process Wizard - Provider Enrollment (Atypical Agency). Click on the Step # under the Step Column.**

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	08/02/2018	08/02/2018	Complete	
Step 2: Add Locations	Required	08/02/2018	08/02/2018	Complete	
Step 3: Add Specialties	Required	08/02/2018	08/02/2018	Complete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add Additional Information	Optional			Incomplete	
Step 6: Add License/Certification/Other	Optional			Incomplete	
Step 7: Add Mode of Claim Submission/EDI Exchange	Optional			Incomplete	
Step 8: Associate Billing Agent	Optional			Incomplete	
Step 9: Add Provider Controlling Interest/Ownership Details	Required	08/08/2018	08/08/2018	Complete	
Step 10: Add Taxonomy Details	Optional			Incomplete	
Step 11: Associate MCO Plan	Optional			Incomplete	
Step 12: 835/ERA Enrollment Form	Optional			Incomplete	
Step 13: Upload Documents	Optional			Incomplete	
Step 14: Complete Enrollment Checklist	Required	08/08/2018	08/08/2018	Complete	
Step 15: Submit Enrollment Application for Approval	Required	08/08/2018	08/08/2018	Complete	

View Page: 1 Go Page Count SaveToXLS

Viewing Page: 1

<< First < Prev > Next >> Last

- A text box at the top will confirm the status of your application. If you do not see this statement, you have not completed and submitted the application to the state for review. Please complete all required steps prior to submitting.

Application Approval

- Once the application is completed in CHAMPS, Agencies will have additional documentation to submit prior to receiving an approval letter.
 - Providers will receive an email detailing the documentation needed. The email will go to the email address provided in your application.
- Once approved, Agencies will receive a confirmation letter. The confirmation letter will go to the Correspondence Address provided in your application.
- For additional resources, please refer to our website www.Michigan.gov/homehelp

Provider Resources

- Home Help Provider Support Hotline
1-800-979-4662
- Home Help Provider Support Email:
ProviderSupport@Michigan.gov
- Home Help Website
www.Michigan.gov/HomeHelp